



Early Learning Hub

of Linn, Benton & Lincoln Counties

Governing Board Packet December 2025

Governing Board
Early Learning Hub
December 4, 2025
lblearlylearninghub.org

Packet Overview

In your Governing Board packet for December 2025, you will find the following information:

1. Agenda
2. 1st Quarter Fiscal Report – Quarterly financials and financial narrative are included.
3. Board Vacancies
4. Consent Items
 - a. November Board Meeting Minutes
 - b. November P-3 & ECCC Meeting Minutes
5. Discussion Item
 - a. Birth to Five Literacy – Informational
 - b. DELC Proposed Funding Exercise – Informational
 - c. Compliance & Regulatory Committee Mission - Discussion
 - d. State Agency Funding Roundtable – Discussion
6. Program Updates (Quarterly)
 - a. Business Liaison



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Agenda

Governing Board Members

Laura Farmer, Co-Chair
Parent

Bettina Schempf, Co-Chair
Old Mill Center

DeAnn Brown
Confederated Tribes of Siletz Indians

Bellit Burke
Department of Human Services

Dean Craig
Willamette Workforce Partnership

Bonnie Dietrich
Greater Albany Public Schools

Barbara Dougherty
Samoitan Early Learning Center

Susan Halliday
Philomath School District

Jason Hay
Linn Benton Lincoln
Education Service District

Tammi Hillhouse
Department of Human Services

Todd Jeter
IHN-CCO – Standing Position

Paulina Kaiser
Samoitan Health Services

Stephany Koehne
Kids & Company of Linn County

Andrea Lengel
Community Services Consortium

Dale Moon
Linn-Benton Community College

Paul Smith
Strengthening Rural Families

Diane Wilkinson
Lincoln County School District

Lynnette Wynkoop
Child Care Resource & Referral



Governing Board Meeting

December 4, 2025

2:00 – 4:00 pm

Members of the public who want to make public comment must sign in. During the public comment portion of the agenda, each individual speaker will have 3 minutes.

- I. Introductions & Welcome New Members
- II. Public Comment
- III. Director's Report
- IV. July-Sept Fiscal Report
- V. Current Board
 - a. Vacancies: Benton – 2, Lincoln – 4, Linn - 3
 - b. Photos and Bios for Current Members
- VI. Consent Items
 - a. November Board Meeting Minutes
 - b. November P-3 & ECCC Meeting Minutes
- VII. Discussion Item
 - a. Birth to Five Literacy – Informational
 - b. DELC Proposed Funding Exercise – Informational
 - c. Compliance & Regulatory Committee Mission - Discussion
 - d. State Agency Funding Roundtable – Discussion
- VIII. Next Meeting – February 5, 2026
- IX. Adjournment

All members of the EL Hub Governing Board **must disclose** when they believe they have or may have a conflict of interest and may participate in discussions that are leading to consensus. If, however, consensus cannot be reached and the group uses the fallback voting process, the individual with the conflict of interest may not participate in that final vote.

Fiscal Report

1st Quarter Financial Summary

Early Learning Hub of Linn, Benton & Lincoln Counties

Early Learning Hub - 2-Year Budget (7/1/25 - 6/30/27)

Governing Board Summary Financial Update as of the end of **September 2025**

	Budget	Current Quarter	YTD	Encumbrances	Balance	% Rcvd	Net Available
Grant Resources							
Pollywog Revenue	\$ 757,196.26	\$ 142,818.16	\$ 142,818.16		\$ 614,378.10	19%	\$ 614,378.10
Pollywog Expenditures	\$ 769,471.75	\$ 123,686.76	\$ 123,686.76	\$ 619,345.82	\$ 645,784.99	16%	\$ 26,439.17
Balance	\$ (12,275.49)	\$ 19,131.40	\$ 19,131.40				
State Resources							
Dept. of Education - ELD - Coordination (Reserve Revenue)	\$ 73,591.17	\$ 24,667.77	\$ 24,667.77		\$ 48,923.40	34%	\$ 48,923.40
Coordination Revenue	\$ 974,220.65	\$ 103,686.00	\$ 103,686.00		\$ 870,534.65	11%	\$ 870,534.65
Coordination Expenditures	\$ 1,047,811.82	\$ 128,353.77	\$ 128,353.77	\$ 832,529.14	\$ 919,458.05	12%	\$ 86,928.91
Balance	\$ -	\$ -	\$ -				
Coordinated Enrollment Revenue	\$ 644,733.43	\$ 79,201.80	\$ 79,201.80		\$ 565,531.63	12%	\$ 565,531.63
Coordinated Enrollment Expenditures	\$ 644,733.43	\$ 79,201.80	\$ 79,201.80	\$ 533,758.28	\$ 565,531.63	12%	\$ 31,773.36
Balance	\$ -	\$ -	\$ -				
Reimbursement Grants							
Title IV-B2 Revenue	\$ 123,103.90	\$ 17,125.00	\$ 17,125.00		\$ 105,978.90	14%	\$ 105,978.90
Title IV-B2 Expenditures	\$ 123,103.90	\$ 17,125.00	\$ 17,125.00	\$ 16,918.40	\$ 105,978.90	14%	\$ 89,060.49
Balance	\$ -	\$ -	\$ -				
Kindergarten Partnership & Innovation Revenue	\$ 507,208.57	\$ 8,261.55	\$ 8,261.55		\$ 498,947.02	2%	\$ 498,947.02
Kindergarten Partnership & Innovation Expenditures	\$ 507,208.57	\$ 8,261.55	\$ 8,261.55	\$ 16,918.40	\$ 498,947.02	2%	\$ 482,028.62
Balance	\$ -	\$ -	\$ -				
Birth To Five Early Literacy Revenue	\$ 65,990.39	\$ -	\$ -		\$ 65,990.39	0%	\$ 65,990.39
Kindergarten Partnership & Innovation Expenditures	\$ 65,990.39	\$ -	\$ -		\$ 65,990.39	0%	\$ 65,990.39
Balance	\$ -	\$ -	\$ -				
All Resources							
Revenue	\$ 3,146,044.37	\$ 375,760.28	\$ 375,760.28		\$ 2,770,284.09	12%	\$ 2,770,284.09
Expenditures	\$ 3,158,319.86	\$ 356,628.88	\$ 356,628.88	\$ 2,019,470.04	\$ 2,801,690.98	11%	\$ 782,220.94
Balance	\$ (12,275.49)	\$ 19,131.40	\$ 19,131.40				

1st Quarter Financial Narrative



Early Learning Hub
of Linn, Benton & Lincoln Counties

Finance

July -Sept 2025

QUARTERLY DETAILS

Revenue:

For the first quarter of 2025-26, we received \$103,686 for Coordination. This was the entire amount to be drawn down for this period. For Pollywog we received \$142,818. This includes the programs under Pollywog; Asset Mapping, Community Capacity Building Funds and SHIP. For Coordinated Enrollment we received \$79,201. For Title IV-B2 we received \$17,125. And for KPI we received \$8,261.

Expenditures:

Wages came to a total of \$175,915 for the first quarter of 2025-26. The benefits total was \$128,167. And the total for services and supplies came to a total of \$32,887. Title IV-B2 had 1 reimbursement in the amount of \$14,090 to Pollywog and KPI had 1 reimbursement in the amount of \$5,567 to Monroe SD.

Other Information:

In July we had an annual expense under Remote Communication Technology for some of the softwares we use like Adobe and Docusign. During the Fiscal Oversight meeting it was questioned what Remote Communication Technology was. This is a line item that includes software, website maintenance, and other technologies like Mail Chimp and Survey Monkey.

Current Board

Please review your listing on our website (<https://blearlylearninghub.org/team/>) and let us know if you would like to update your photo or biography information.



Governing Board Members

Laura Farmer, Co-Chair

Parent

Benton County – Parent Voice

Bettina Schempf, Co-Chair

Old Mill Center

Benton County – Human & Social Services

DeAnn Brown

Confederated Tribes of Siletz Indians

Standing Position

Belit Burke

Oregon Department of Human Services

Linn County – Human & Social Services

Dean Craig

Willamette Workforce Partnership

Linn County – Business

Bonney Dietrich

Greater Albany Public Schools

Linn County – K-12

Barbara Dougherty

Samaritan Early Learning Center, retired

Lincoln County – Early Childhood Education

Susan Halliday

Philomath School District

Benton County – K-12

Jason Hay

Linn Benton Lincoln Education Service

District

ESD – Standing Position

Tammi Hillhouse

Oregon Department of Human Services

ODHS – Standing Position

Todd Jeter

InterCommunity Health Network (IHN)

Coordinated Care – Standing Position

Paulina Kaiser

Samaritan Health Services

Benton County - Health

Stephany Koehne

Kids & Company of Linn County

Linn County – Early Childhood Education

Andrea Lengel

Community Services Consortium

Lincoln County - Human & Social Services

Dale Moon

Linn-Benton Community College

Fiscal Agent – Standing Position

Paul Smith

Strengthening Rural Families

Benton County – Early Childhood

Education

Diane Wilkinson

Lincoln County School District

Lincoln County – K-12

Lynnette Wynkoop

Child Care Resource & Referral

CCR&R Standing Position

Vacant Positions

- Benton County – Business
- Benton County – Housing
- Lincoln County – Business
- Lincoln County – Health
- Lincoln County – Housing
- Lincoln County – Parent Voice
- Linn County – Health
- Linn County – Housing
- Linn County – Parent Voice

Consent Items

November Meeting Minutes

Early Learning Hub of Linn, Benton & Lincoln Counties Governing Board Meeting Minutes

Meeting Commenced	2:00 pm, November 6, 2025 Online via Zoom
Meeting Called By	Laura Farmer
Staff Members Present	Kristi Collins, Matt Grams, Sam Rounsavell
Version	Draft
Recorded	Yes

Agenda topics

Roll Call	Board Members Present or Absent							
	Present	Absent		Present	Absent		Present	Absent
DeAnn Brown Confederated Tribes of the Siletz Indians	<input type="checkbox"/>	<input type="checkbox"/>	Susan Halliday Benton County K-12	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Dale Moon Fiscal Agent Non-voting member	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Belit Burke Linn County Human & Social Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Jason Hay Education Service District	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Bettina Schempf Benton County Human & Social Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Dean Craig Linn County Business	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Tammi Hillhouse Oregon Department of Human Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Paul Smith Benton County Early Childhood Education	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bonney Dietrich Linn County K-12	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Todd Jeter Coordinated Care	<input type="checkbox"/>	<input type="checkbox"/>	Diane Wilkinson Lincoln County K-12	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Barbara Dougherty Lincoln County Early Childhood Education	<input type="checkbox"/>	<input type="checkbox"/>	Paulina Kaiser Benton County Health	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Lynnette Wynkoop Child Care Resource & Referral	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Laura Farmer Benton County Parent	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Stephany Koehne Linn County Early Childhood Education	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Quorum								
A Quorum was present. There are currently 16 voting Board members, and 13 were present at this meeting.								

Director's Report	LBL Hub Updates
<p>Following the October Governing Board meeting, Kristi participated in the DELC Early Learning Hub kickoff meetings, which introduced several important updates that will impact Hub operations.</p> <p>First, DELC has implemented a new requirement that all subcontracts exceeding \$15,000 must receive prior approval from DELC before being issued to subcontractors. Previously, only the contract templates required approval. DELC has stated that their target review time is within three business days, and early indications suggest that this timeline is realistic.</p>	

Second, DELC has shifted the Hub's coordination funding from a monthly allocation model to a cost-reimbursement system aligned with actual expenditures. This change will be reflected in the updated funding booklet that was previously shared with the Board and posted on Basecamp.

Kristi reported on DELC's work with Hub directors statewide and Heidi McGowan to develop a formal Hub evaluation and backbone transition process. This initiative aims to provide clear guidance for situations where a backbone agency relationship becomes challenging or needs to change, an area where no formal process previously existed. Kristi expressed gratitude for the strong partnership and support our Hub continues to receive from LBCC as its backbone agency.

As part of this statewide work, the Compliance and Regulatory Committee, chaired by Stephanie and Dale, has been reviewing the Hub's charter to ensure alignment with the new DELC rules, particularly regarding mediation and conflict resolution with backbone agencies. The committee will continue revising the charter once DELC finalizes its policy guidance. Kristi invited additional Board members to join this committee to help define its mission and ensure it effectively supports the Governing Board's work. Bettina volunteered to join this committee.

Board Vacancies	Vacant Board Positions
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Laura reported that the Hub continues to have several open Board positions, with current vacancies including two in Benton County, five in Lincoln County, and four in Linn County. These openings are posted on Basecamp. She encouraged members to reach out through their community connections and invite potential candidates to attend a meeting or learn more about the Hub before submitting an application.

Kristi added that one new application from Lincoln County will be reviewed at this meeting, and there are potential candidates in progress for a Benton County business representative and a Linn County parent representative seat. Diane also shared that a maternal health representative from DHS in Lincoln County has expressed a strong interest but has been unable to attend recent meetings.

Kristi noted that housing remains a sector gap across all three counties and encouraged members to help identify possible representatives from that field.

The Board asked whether a CASA member could serve on this board. Kristi will review the current sector openings for Linn County to see if a CASA representative could fill one of the remaining positions.



Consent Agenda Vote		October 2025 Meeting Minutes										
The Board was asked to approve the consent agenda as presented.												
Motion: Bettina Schempf												
2 nd : Susan Halliday												
	Yes	No	Abstain		Yes	No	Abstain		Yes	No	Abstain	
DeAnn Brown	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Susan Halliday	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bettina Schempf	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Belit Burke	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Jason Hay	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Paul Smith	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Dean Craig	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tammi Hillhouse	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Diane Wilkinson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Bonney Dietrich	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Todd Jeter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lynnette Wynkoop	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Barbara Dougherty	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Paulina Kaiser	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
Laura Farmer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stephany Koehne	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
Voting Results		Individual Votes Cast by Board Members (Yes, No, Abstain)										
Abstentions: None												
The Board voted to approve the minutes as presented.												

Discussion Item Vote		Board Member Application										
The Board was asked to approve the application of Andrea Lengel for the Lincoln County Human & Social Services seat.												
Motion: Susan Halliday												
2 nd : Bonney Dietrich												
	Yes	No	Abstain		Yes	No	Abstain		Yes	No	Abstain	
DeAnn Brown	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Susan Halliday	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bettina Schempf	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Belit Burke	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Jason Hay	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Paul Smith	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Dean Craig	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tammi Hillhouse	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Diane Wilkinson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Bonney Dietrich	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Todd Jeter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lynnette Wynkoop	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Barbara Dougherty	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Paulina Kaiser	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
Laura Farmer	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Stephany Koehne	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
Voting Results		Individual Votes Cast by Board Members (Yes, No, Abstain)										
Abstentions: Laura Farmer												
The Board voted to approve the item as presented.												

Discussion Item		2025-27 Biennium Budget										
Kristi provided some context for the biennium budget, noting that while the draft budget was shared with the Board last month, final numbers from DELC arrived only a few days before that meeting, allowing for limited review time. Since then, the Fiscal Oversight Committee has met to examine the full budget, including funding streams, staffing allocations, and FTE percentages for												

both the Early Learning Hub and Pollywog. The finalized version aligns with the reporting format required by DELC and reflects historical spending patterns.

Matt added that the budget includes a 3% placeholder for potential wage and benefit increases in the second year, as those figures are not yet confirmed. Materials and supplies projections were based on prior-year expenditures. Kristi noted that items such as KPI and Jumpstart are included in the budget based on historical use but will be finalized separately through Board action later in the meeting.

Fiscal Oversight Committee members Jason and Diane confirmed their review and expressed support for the proposed budget. During the discussion, the board inquired about the "Remote Communication Technology" line item, which Kristi and Matt clarified includes annual costs for tools like DocuSign, Adobe, and other software subscriptions that support subcontract management and document preparation. The board also asked about the use of Coordinated Enrollment staff during lower application periods. Kristi explained that these staff support parent engagement, translation, and leadership activities during those times.

The board sought clarification regarding the new DELC requirement for subcontract approvals. Kristi confirmed that all subcontracts exceeding \$15,000 must now receive DELC approval before execution. While this introduces an additional review step, Kristi emphasized that it functions primarily as a compliance measure and that DELC has expressed confidence in our Hub's existing processes.

Discussion Item Vote		2025-27 Biennium Budget										
The Board was asked to approve the 2025-27 Biennium Budget.												
Motion: Bonney Dietrich												
2 nd : Lynnette Wynkoop												
	Yes	No	Abstain		Yes	No	Abstain		Yes	No	Abstain	
DeAnn Brown	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Susan Halliday	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bettina Schempf	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Belit Burke	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Jason Hay	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Paul Smith	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Dean Craig	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tammi Hillhouse	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Diane Wilkinson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Bonney Dietrich	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Todd Jeter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lynnette Wynkoop	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Barbara Dougherty	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Paulina Kaiser	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
Laura Farmer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stephany Koehne	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
Voting Results		Individual Votes Cast by Board Members (Yes, No, Abstain)										
Abstentions: None												
The Board voted to approve the item as presented.												

Discussion Item		Kindergarten Partnership and Innovation Allocations										
Kristi reviewed the KPI funding formula, which has remained consistent since its development in collaboration with regional superintendents. The formula provides each district with a base												

allocation of \$3,000 per quarter, with remaining funds distributed based on Weighted Average Daily Membership (ADM) to reflect priority student populations.

This biennium, the Hub is transitioning to one-year KPI awards to ensure timely spending and reporting, following some districts' underspending last cycle. Year 2 allocations will depend on districts' Year 1 spending and quarterly reports. Kristi emphasized that this change aligns with DELC's focus on fiscal accountability and demonstrates that funds are being actively used to support early learning efforts across the region.

It was noted that all fund recipients should abstain from voting.

Discussion Item Vote		Kindergarten Partnership and Innovation Allocations										
The Board was asked to approve the KPI Allocations as presented.												
Motion: Bettina Schempf												
2 nd : Tammi Hillhouse												
	Yes	No	Abstain		Yes	No	Abstain		Yes	No	Abstain	
DeAnn Brown	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Susan Halliday	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Bettina Schempf	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Belit Burke	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Jason Hay	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Paul Smith	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Dean Craig	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tammi Hillhouse	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Diane Wilkinson	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Bonney Dietrich	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Todd Jeter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lynnette Wynkoop	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Barbara Dougherty	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Paulina Kaiser	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
Laura Farmer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stephany Koehne	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
Voting Results		Individual Votes Cast by Board Members (Yes, No, Abstain)										
Abstentions: Bonney Dietrich, Susan Halliday, Paul Smith, and Diane Wilkinson.												
The Board voted to action the item as presented.												

Discussion Item		Early Literacy Plan										
<p>Kristi provided an update on the Early Literacy Plan, noting that the Early Childhood Coordinating Council (ECCC) has been actively brainstorming ways to maximize the impact of this biennium's reduced funding. Since Oregon Pre-Kindergarten (OPK), Healthy Families, and Relief Nurseries also received allocations from the statewide Birth to Five Literacy Fund, the focus has been on aligning efforts regionally and avoiding duplication of work.</p> <p>Recent discussions have centered on professional development and coaching as key strategies for supporting early literacy. Partner agencies that proposed ideas during the ECCC meeting were asked to provide cost estimates to help the group determine feasible options within the current budget.</p> <p>Kristi shared that the ECCC will continue refining its recommendations at the November meeting, with the goal of presenting a first-year early literacy funding plan for Board approval in December.</p>												

Discussion Item	Jumpstart Read for the Record Funding
<p>Kristi introduced the Jumpstart Early Literacy Initiative, noting that the Early Childhood Coordinating Council reached a unanimous consensus to continue supporting the program using Birth to Five Literacy Funds. The biennium budget includes \$2,500 for Jumpstart, consistent with prior funding levels.</p> <p>This year's projected cost is just over \$2,500, which aligns with past expenditures. Any small difference will be covered through coordination funds. Kristi highlighted that participation has increased significantly, making Jumpstart a high-impact, low-cost initiative that reaches a wide range of partners across all three counties.</p> <p>Sam added that participation has nearly doubled compared to last year, reflecting strong enthusiasm from K-12 and early learning partners. Kristi thanked Susan for her continued advocacy with superintendents in helping expand district involvement.</p> <p>Board approval was requested for the allocation of Jumpstart funding.</p>	

Discussion Item Vote	Jumpstart Funding											
The Board was asked to approve funding for the Jumpstart Read for the Record Initiative.												
Motion: Susan Halliday												
2 nd : Jason Hay												
	Yes	No	Abstain		Yes	No	Abstain		Yes	No	Abstain	
DeAnn Brown	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Susan Halliday	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bettina Schempf	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Belit Burke	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Jason Hay	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Paul Smith	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Dean Craig	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tammi Hillhouse	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Diane Wilkinson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Bonney Dietrich	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Todd Jeter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lynnette Wynkoop	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Barbara Dougherty	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Paulina Kaiser	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
Laura Farmer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stephany Koehne	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
Voting Results	Individual Votes Cast by Board Members (Yes, No, Abstain)											
Abstentions: None												
The Board voted to approve the item as presented.												

Discussion Item	2026 Board Meeting Schedule
<p>Kristi presented the 2026 Governing Board schedule and asked Board members to mark their calendars for upcoming meeting dates.</p>	

Discussion Item	Reconvening the Data & Evaluation Workgroup - Brainstorming
<p>Kristi shared that the Data and Evaluation Work Group recently met, with two board members attending alongside Hub staff. The group discussed ways to strengthen data collection and reporting processes to reflect program impact and regional priorities better.</p>	

She explained that the state has introduced a new quarterly reporting form for Early Learning Hubs, now housed in Smartsheet. The updated format allows Hubs to report on initiatives across multiple funding streams and bundle related activities under one name, reducing redundant reporting. It also connects each initiative to Raise Up Oregon system goals, Hub priority populations, and sector involvement.

Kristi emphasized that while the new tool meets state requirements, the Hub has the opportunity to customize subcontractor reporting to make data more meaningful locally. The cumbersome Excel reports used in past biennia will be replaced with a Google Form, designed to capture both required metrics and additional data identified by the board as valuable for evaluation and decision-making.

Board members provided feedback, including the importance of:

- Incorporating qualitative data such as parent feedback and participant outcomes
- Ensuring that long text responses can be easily analyzed when exported
- Aligning future data collection with the Hub’s strategic investment priorities

Kristi agreed that this new reporting framework presents an opportunity to “reset” how the Hub approaches data collection, focusing on information that truly informs planning, funding decisions, and program effectiveness, rather than gathering data solely for compliance.

She invited continued input from board members before finalizing the revised reporting form, which will be distributed to subcontractors later this biennium.

Discussion Item	Coordinated Enrollment
<p>Kristi reported that coordinated enrollment is nearly at full capacity across the region. She noted that the Hub continues to receive new applications and currently maintains a waitlist of 64 families who are ready to fill openings as they arise. Most programs now have active waitlists to ensure that vacancies caused by family moves or program changes are filled promptly, maintaining full enrollment in classrooms throughout the year.</p>	

Next Meeting	2:00 pm, December 4, 2025 Online via Zoom
Meeting Adjourned	3:05 pm



Workgroup Meeting Minutes

P-3 Alignment & Early Childhood Coordinating Council

Early Learning Hub of Linn, Benton & Lincoln Counties

P-3 Alignment & Early Childhood Coordinating Council Meeting Minutes

MEETING COMMENCED	9:30 am, November 19, 2025 Online via Zoom
MEETING CALLED BY	Lynnette Wynkoop
WORKGROUP MEMBERS PRESENT	Deanna Barclay, Donna Brown, Kelsey Culbertson, Susan Halliday, Nicole Kalita, Andrea Lengel, Paul Smith, Lynnette Wynkoop
STAFF MEMBERS PRESENT	Kristi Collins, Matt Grams, Antonia Huerta, Jinguang Lin, Sam Rounsavell, Carmen Santacruz, Kelly Schell
RECORDED	Yes

P-3 Alignment Agenda topics

DISCUSSION ITEM	KPI Updates
<p>Kristi provided an update on KPI activities, noting that the board has approved the KPI allocations and that information has been shared with all participating superintendents. Matt is gathering contract details, including points of contact, scopes of work, and budgets. Kristi explained that, new this biennium, all contracts must go to DELC for approval before subcontractor execution. Although some Year 1 awards fall under the \$15,000 threshold, Year 2 addenda will push them over, so all contracts will be submitted to DELC proactively to avoid delays. Kristi will continue coordinating with the grant manager to streamline amendments and fund distribution.</p> <p>She also encouraged superintendents to reach out for guidance on allowable uses of funds and offered one-on-one support. Kristi and Kimberly discussed ensuring Autumn connects with superintendent groups about community inclusion teams and professional development in early grades. Susan noted she has a superintendent meeting on Friday and will share updates and help address any remaining gaps.</p>	

DISCUSSION ITEM	Encouraging K-12 Engagement
<p>Kristi shared that leadership has been discussing ways to increase K–12 engagement in the P3 Alignment workgroup because additional district involvement would strengthen collaboration. Kristi noted that participation does not need to fall to superintendents. Districts could designate principals, early learning coordinators, or staff who oversee KPI efforts. She emphasized that the monthly meeting is brief but valuable for staying informed about early learning initiatives, networking with providers, and supporting resource sharing and project alignment across the region.</p> <p>Susan agreed to raise this with superintendents and explore whether principals or early-grade teachers might be interested in joining. Kristi added that she is available to consult with districts on identifying the best representative and has already held several one-on-one conversations with newer superintendents who are still becoming familiar with KPI, especially in cases where work has historically been subcontracted out to community partners.</p>	



P-3 Alignment & Early Childhood Coordinating Council Agenda topics

DISCUSSION ITEM	Welcome additional participants
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Work Group Members introduced themselves.

DISCUSSION ITEM	Birth to Five Literacy Plan
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Kristi shared updates from the Birth to Literacy Fund. The Governing Board approved up to \$2,500 in Birth to 5 Literacy Funds to continue Jump Start. This year, the actual Jump Start costs exceeded projections, so the Hub will use additional funds to cover the overage.

Books for Baby Blast can be supplied from the existing inventory from last year's Home Visitor Book Fair.

Birth to 5 Literacy Plan – Feedback & Ideas**Professional Development & Conference Planning**

- Strong interest in PD focused on early literacy strategies, circle time routines, and interactive read-aloud techniques.
- Emphasis on reducing screen use in classrooms and returning to developmentally appropriate music/movement practices.
- High value placed on practical, hands-on PD, including make-and-take workshops (flannel boards, story boxes, finger plays, etc.).
- Follow-up coaching increases implementation success.
- EI and CCR&R are planning a regional coastal conference in April with tracks for early literacy, family engagement, and transitions.
- Literacy funds may support keynote speakers or provider scholarships.
- Opportunity to align conference offerings with district and partner literacy initiatives.

Classroom Needs & Observations

- Many newer staff need support with foundational literacy practices and classroom engagement.
- Providers report increased screen reliance for songs and transitions; concerns include reduced focus, interaction, and body awareness.
- Educators request support for multi-day book extensions, small-group literacy routines, and interactive storytelling.

Preschool–K–3 Alignment & Cross-Visitation

- Interest in structured opportunities for preschool providers and K–3 teachers to visit each other's classrooms.
- Benefits include shared understanding of expectations and better alignment across early grades.
- Regional coordination remains difficult without shared contacts. A small representative group could pilot visits and report back.

Parent Engagement & Family Literacy Initiatives

- Consider offering stipends or small grants to programs hosting parent early literacy workshops (must occur this year).
- Libraries have previously offered parent-focused literacy sessions. Juntos and similar programs provide aligned curricula.

- Parent education planning for this year is mostly finalized, but smaller additions may be possible. Larger efforts may fit Year 2.
- Strong interest in reviving large-scale keynote events for parents and providers, potentially paired with the Parenting Educator Celebration.
- Broader reach now possible through Pollywog and social media.
- Opportunity to coordinate lunch-hour educator sessions plus evening family events with the same speaker.

Parent Educator Celebration & Evening Speaker Event

- Celebration typically occurs in April. It is historically paired successfully with an evening community speaker event.
- Strong interest in restarting evening speaker events accessible to both families and providers.
- Child care remains a major logistical challenge; potential options include LBCC's Child Development Center or ECE students as providers.
- Consider rotation of event locations across counties, with livestreaming to increase access while balancing attendance.
- Opportunity to jointly book a speaker for both the Celebration and evening event this spring (if feasible).
- Partners emphasized balancing investments region-wide while also leveraging LBCC's expertise and infrastructure.

Library Partnerships & Community Collaboration

- Libraries are natural partners for early literacy and offer a broad geographic reach.
- Opportunities include joint workshops, storytime-aligned activities, and parent literacy classes.
- Interest in involving children's librarians more directly in Year 2 planning.

Biennium Planning & Budget Considerations

- Literacy plan is due December 1 and must outline activities.
- Two-year funding cycle supports intentional sequencing:
 - **Year 1:** provider-facing PD and conference activities
 - **Year 2:** expanded parent engagement, library partnerships, and large community events
- Need to balance Year 1 spending to avoid underspending while reserving funds for major Year 2 initiatives.

Next Steps

- Kristi will draft the Birth to Five Literacy Plan with current ideas and broad budget outlines.
- Lynette will develop PD and conference cost estimates and structure.
- Kristi, Nicole, and Nilly will explore the feasibility of coordinating a spring speaker event linked to the Parent Educator Celebration.
- Year 2 planning will include expanded library partnerships and community-based family literacy activities.

DISCUSSION ITEM

Data Collection & Reporting

The workgroup discussed the need to revisit and strengthen data collection in light of DELC's new, simplified Smartsheet reporting tool, which no longer captures key information the Hub and governing board want, such as attendance at professional development events, participant feedback, or the number of children served by funded programs.

Kristi explained that this change creates an opportunity to identify what subcontracted partners already collect, such as TS Gold data, classroom assessments, parent education evaluation tools, and OPEC-aligned reporting, and explore whether there is potential for alignment across programs to support consistent regional data and track outcomes over time, rather than simply documenting program reach.

Board engagement on this issue has been low, and Kristi emphasized the importance of identifying what information the board finds meaningful so that partners are not burdened with collecting data that will not be used. Participants suggested beginning with a presentation of the data partners have already collected, focusing on information that clearly tells a story about program quality, impact, and community relevance.

The workgroup discussed the value and limitations of traditional surveys. It explored more interactive or embedded methods of gathering meaningful input, such as QR-code prompts during sessions, facilitated reflection questions, collecting expectations at the start of events, mid-session check-ins, and follow-up evaluations weeks later to understand implementation. The conversation highlighted the need for multiple data-collection methods, the importance of using evaluation to inform future planning, and the goal of developing shared tools that add value to both the Hub and subcontracted partners while minimizing duplication and administrative burden.

DISCUSSION ITEM	State Budget Impact Discussion
<p>Workgroup members shared concerns about the uncertainty surrounding the state budget and potential mid-year cuts. Participants noted that key details may not be known until late February or early March, making it difficult to determine which actions must be taken this year versus what can be postponed. There was also acknowledgment of mixed guidance from the state, with programs encouraged to spend a portion of their current allocations while remaining conservative to help absorb potential reductions.</p> <p>Several members emphasized that further cuts could have substantial impacts on service levels, staffing, and planned programming, with some activities already paused due to financial uncertainty. Others reported that competition for grants and donor funding has increased dramatically, with far more applications than usual and some funders reducing or scaling back their contributions.</p> <p>Despite these challenges, the group agreed that this is a critical time to collaborate, share information, and leverage resources creatively. Members expressed the importance of avoiding siloed decision-making and working together to sustain high-quality services for children and families across the region as more budget clarity becomes available.</p>	

NEXT MEETING	9:30 am, December 17, 2025 Online via Zoom
MEETING ADJOURNED	10:55 am



Discussion Items

Birth to Five Literacy Fund Plan



Birth Through Five Literacy Project Plan

Instructions

The purpose of this Birth Through Five (BT5) Literacy Project Plan is to gather information on anticipated activities with the funds you are receiving. Please note that these answers are for the entire biennium (October 1, 2025 - June 30, 2026) and not just for the grant period tied to this budget document specifically.

Please review the list of activities in your grant agreement (Exhibit A, Attachment 3, Part IV) and let us know which of these activities you plan to conduct with your BTFLP funds (using an X).

Professional Development Activities Family Engagement Activities Books/Literacy Distribution Cross-Sector/Regional Partnerships Tribal Collaboration/Engagement

Please provide a narrative describing how you plan to conduct the activities selected, including use of any personnel dollars:

Birth to 5 Literacy funds will be used to purchase books for all classrooms participating in Jump Starts Read for the Record early literacy initiative. We will be subcontracting with our regional CCR&R to provide a literacy training for early childhood educators at their Spring conference, including any supplemental resource materials. Additionally we will subcontract with our Parenting Hub to bring a guest speaker to their Parenting Educators celebration and host a speaking event (using the same speaker) for parents, families, educators related to early literacy.

Please provide the anticipated outcomes associated with the activities you plan to conduct:

1.) The goal of Jump Start Read for the Record is to break the world record for the most people reading the same book on the same day, or having it read to them. The focus is to raise awareness of the importance of reading and early literacy. 2.) The subcontract with the CCR&R will allow us to leverage an existing conference to offer professional development to early childhood educators on early literacy development and classroom practices, giving us a broader reach than a single event would. 3.) Similarly, the subcontract with our Parenting Hub will align with an existing event and will bring back a community event that was well attended but lost due to COVID.

Please provide a budget narrative justifying 'how' and/or 'why' an item helps meet the program goals.

Personnel Expenses

None

Non-personnel Expenses

Read for the Record - cost to purchase books for each participating classroom with early learning and early grades all participating. Subcontracts - Cost of conference sessions focused on early literacy and a possible keynote speaker & cost of speaker for parenting educator celebration and evening speaking event, plus other associated cost (i.e. meals, travel, facilities).

DELIC Proposed Funding Exercise

DELIC 2025-2027 Budget Reduction Planning Exercise: <https://blearlylearninghub.org/wp-content/uploads/2025/12/310608.pdf>



Oregon

Tina Kotek, Governor



Oregon Department of
**Early Learning
and Care**

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Dear Grantees,

I am writing to share an update from the Oregon Department of Early Learning and Care (DELIC). As you may be aware, in light of the last state revenue forecast that projected Oregon will have a significant funding shortfall later this biennium **All state agencies, including DELIC, were recently directed by the Legislature to complete a budget reduction planning exercise ahead of the 2026 Legislative Session.** This is a routine exercise that includes identifying potential reduction scenarios of 2.5% and 5% across the General Fund (GF), the Early Learning Account (ELA), and Other Funds for the remainder of the 2025-27 biennium.

This process will help the Legislature and the Governor's Office understand how potential budget reductions could impact communities throughout Oregon. DELIC submitted its planning materials to the Legislature on November 3.

This process only evaluates potential reductions and does not mean that cuts will occur. Recent communications about each organization or program's funding allocations stand, **no additional changes are being implemented.** We will continue to monitor budget developments and make adjustments if legislative decisions require changes in the months ahead.

We recognize how important timely and accurate information is for planning and decision-making and we are committed to transparency. The process will continue to evolve as state leaders review agency submissions, consider upcoming revenue forecasts in November and January, and refine fiscal scenarios in advance of the 2026 Legislative session.

Throughout this process, our priority remains the same: to protect funding for direct service programs and foundational services and maintain stability for children, families, educators, and communities across Oregon.

We deeply appreciate your patience and partnership as we navigate this evolving budget environment.

Cooper Brown
Department of Early Learning and Care
Deputy Director of Operations

The Mission of the Department of Early Learning and Care fosters coordinated, culturally appropriate, and family-centered services that recognize and respect the strengths and needs of all children, families, and early learning and care professionals. Our Vision is that all children, families, early care and education professionals, and communities are supported and empowered to thrive.

Compliance & Regulatory Committee Mission

No handouts for this item

State Agency Funding Roundtable

No handouts for this item

Program Updates

To prioritize meeting time for items that need action or feedback, Program Updates will be included in the Board packet but not presented during the meeting.

Business Liaison



Business Liaison

Nov 2025 Progress Update

Near-Term Projects

- Completion of Fall 2025 Growing Care digital marketing campaign
- Applying to 2026 United Way Community Investment Grant for Linn, Benton, and Lincoln Counties, the 2026 Benton Community Foundation Community Grant, and the City of Albany's 2026 Community Development Block Grant to support start-up grant and marketing costs associated with the Growing Care program
- Submitting a Growing Care press release, including positive progress for the last two years
- Attended 2025 WORKing Together Conference in Salem
- Developing an Oregon-wide, monthly, approx. 30-minute-long online webinar meant for employers to pitch the benefits of investing in employer-sponsored child care, with endorsement of Exec. Dir. of the Oregon Workforce Partnership

Long-Term Projects:

- Plan greater focus on Lincoln County for Business Outreach Initiative (attend COC and employment functions in person, meet with local employer leadership and elected officials).
- Starker Forests on-site child care program development assistance (ongoing)
- Assist Family Connections with a potential Registered Apprenticeship program to help with child care teacher staffing